

## Scientific committee (SC) NNEC 2018

### TOR - Terms of Reference

Background: The Australian Nurse Teachers' Society (ANTS) supports a national conference held every two years. The conference provides an opportunity for health professionals involved in nursing and midwifery education to gather and share their research, projects and ideas towards improving education and learning for nurses and midwives.

Purpose of the Scientific Committee (SC): to promote the scientific quality and rigor of the conference, and encourage challenging discussions within the scope of the conference themes.

Key responsibilities and scope: This will involve the following activities:

- Review abstracts
- Develop conference Program
- Develop processes and procedures related to the scholarship of the conference and the SC activities

Membership:

The committee will be governed by a Chair and 6-8 expert members. A balanced composition will be sought in the membership of the Scientific Committee in relation to different fields of nursing and midwifery, different learners, and different roles within education.

Meetings:

The SC will meet regularly before the start of the conference via Zoom/Skype or teleconference.

Reporting:

The committee reports to the Executive committee of the ANTS and will submit regular reports on progress and activities.

Outcomes/Activities

Committee	Send invitations to potential committee members	Chair
	Send invitations to potential reviewers	Chair
	Select suitable reviewers –giving variety and expertise	SC
Abstracts	Develop guidelines to review abstracts and scoring sheets	SC
	Develop instructions for authors	SC
	Liaise with DCC about call for abstracts	Chair
	Allocate reviewers to abstracts to match expertise	SC
	Abstracts send to reviewers – double-blind	? DCC
	Review abstracts for oral and poster sessions	Reviewers
	Send acceptance/rejection emails	?DCC
Program	Receive abstracts and decide those to be in the program, so those to accept /reject	SC
	decide those to be in the poster program, so those to accept /reject	SC

	Inform DCC of presenters and poster authors	Chair
	develop a balanced program with connecting themes from the abstracts	SC
	Submit program to ANTS executive for ratification	Chair
	Inform DCC of program	Chair
Prizes	Develop scoring sheet for best oral presentations	SC
	Develop scoring sheet for best poster	SC
	Discuss prize selection committee	SC
	Invite prize selection committee members	Chair
feedback	Develop post-conference survey	SC

These outcomes and activities may change to meet new needs or developments.